

Request to Rent
Ineligible Tenant

Date: _____

TO: USDA Rural Development

COMPLEX: _____

Please consider this request to rent apartment number _____ to _____, an ineligible tenant.

I certify that 1.) Our complex has no eligible applicants on our waiting list. 2.) We are advertising monthly to fill these vacancies and understand that if this request is approved, we will continue with our aggressive marketing efforts and/or newspaper advertisements. Attached is a copy of our most recent outreach effort/advertisement.

☐ This tenant is **INCOME** ineligible.

Project Name

Signature of Project Representative

(For Rural Development Use Only)

Your request to rent to an ineligible tenant has been approved. Please follow the directions indicated below, and file this letter in the tenant file. The term of the lease will be limited to _____ (can be no longer than one year). After this period, the lease must be converted to a monthly lease. The monthly lease must require that the unit be vacated upon a 30-day notice when an eligible prospective tenant is available. This lease addendum will remain in effect until the tenant vacates the unit. You do not need to request permission to rent each year.

You must continue with aggressive efforts to locate eligible tenants.

☐ **INCOME INELIGIBLE**
You should check the appropriate paragraph on the Lease Agreement. You and the tenant should also acknowledge Item II., No. 3, Termination Non-eligibility, by initialing this paragraph. Note: If your property is receiving low income housing tax credits, then renting to income ineligible may be a violation of the Internal Revenue Service Code 42.

Date

Rural Development Approval Official

cc: State Office, RRH